

Email Sent to Applicant

From: escertification@energystar.gov
Sent: 2016-06-08T15:17:55.000-04:00
To: duaneokimoto@gmail.com,
Subject: ENERGY STAR Application for Center Plaza (ID: 1126807)

Dear Duane Okimoto:

Thank you for applying for the ENERGY STAR for Center Plaza (ID: 1126807). We have reviewed your application, and we wanted to follow up on the issues below:

1. It appears as though the Bank Branch space was removed as of 2/1/2016, based on the square footage of this space being changed to 0 sq. ft. as of that date. Therefore, the other use details for this space (weekly operating hours, main shift workers, and computers) should also be reduced to 0 as of the same date.

2. In response to the "Property contains a retail space" eligibility alert, you provided the following explanation: (b) (4) "Several of these establishments do not appear to meet the criteria for the Retail Store definition. For example, restaurants should not be classified as Retail, nor should car rental services, printing/shipping services, or small convenience stores."

Please reply to this email with a full list of the establishments that have been included in the Retail Store Use over the course of the application period. Include each establishment's gross floor area, as well as its primary function/purpose. Please also let us know which establishments were removed from/added to this space as of 2/1/2016 and 4/15/2016 (see gross floor area edits at the bottom of page 11 of the PDF application).

For the (b) (4) establishment, please let us know what percentage of the gross floor area is devoted to retail sales (i.e., office supplies, etc.), and what percentage is devoted to printing/shipping/copying services.

Upon your reply to the above, we will review your responses and provide you with next steps for revising and resubmitting your application.

Your application will expire if no response is received by July 8.

Thank you and we look forward to your response,

ENERGY STAR Certification Review Team

6/9/16

Please reset the application so that I can make the requested changes.

1. I will update the profile to match the time period of the sq ft reduction.
2. Retail Stores, please confirm/answer my questions below and I will gather the appropriate sq ft and change its space type appropriately.

(b) (4)

(b) (4)

(b) (4)

(b) (4)

(b) (4)

What is the reasoning why you need the information in the following sentence? I will make the adjustments to the sq ft that will appropriately define the space type:

"Please also let us know which establishments were removed from/added to this space as of 2/1/2016 and 4/15/2016 (see gross floor area edits at the bottom of page 11 of the PDF application)."

Thank You,

Duane Okimoto

6/9/16

Dear Duane,

Thank you for following up. The Retail Store use type can only be used for stores that meet the following criteria:

- Individual stores must be greater than 5000 sq. ft. in area. A collection of smaller stores that total over 5000 sq. ft. cannot use this classification, even if they meet all the other requirements.
- They must have their own exterior entrance to the public. Interior mall stores or stores accessed via an office building lobby are not eligible.
- They must be primarily for the retail sale of non-food consumer goods (clothing stores, electronics stores, toy stores, supply stores, drugstores, etc.). Grocery stores/convenience stores or other stores that primarily sell food products are not eligible, nor are restaurants, cafés, or spaces that primarily provide services instead of goods (car rental establishments, gyms, salons, etc.).

To answer your specific questions:

- Car rental, or any other space that cannot use the Retail Store classification or another ENERGY STAR eligible use type (such as Bank Branch or Supermarket, for example), should either be designated "Other," or, more preferably, should be included in the primary use of the building (in this case, Office).
- (b) (4) may be designated a Retail Store if it is greater than 5000 square feet in area and has its own exterior entrance to the public.
- In order to be able to use the Retail Store classification, the (b) (4) location would need to meet the requirements above (5000 sq. ft. or larger, and exterior entrance to the public), plus it would need to have more than 50% of its gross floor area dedicated to the retail sale of goods (such as office supplies). If less than 50% of the floor area is devoted that use, then it should be classified as "Other" or be combined into the primary Office use of the property.
- We need to know which establishments were removed from and added to this space to cause the square footage changes shown in your application because the ENERGY STAR score is based on 12 months' worth of use data. Therefore, just knowing the current configuration is not enough. If a store or establishment is being included in this space for any time frame during the 12-month application period, it needs to meet the requirements listed above. Additionally, if the square footage changes were not caused by the addition or removal of other establishments, but rather by a change in square footage to one or more of the existing establishments, we would need to know that as well. For example, if the (b) (4) was under 5000 sq. ft. prior to the increase in Retail area, and the increase in area was caused by the (b) (4) expansion to more than 5000 sq. ft., this would mean that it was not eligible to use the Retail Store definition prior to the date of the increase in area, but became eligible to use this definition after the increase. This would need to be accurately captured in the space use details for the property.

The application will remain in a status of Questions for Applicant for the time being – upon your responses regarding the Retail space, we will reset the application and provide instructions for resubmission.

Thank you,

ENERGY STAR Certification Review Team

6/21/16

(b) (4)

of which (b) (4) is retail sale of consumer goods.

Anything else needed?

If not, please reset the application.

Thank You,

Duane Okimoto

6/21/16

Dear Duane,

Thank you for confirming. We have reset the application and will keep an eye out for your resubmission. Please note that the resubmission should have only (b) (4) included in the Retail Store category. If the Retail Store property use changed in gross floor area during the course of the application period, please include a manual note on the PDF indicating which store(s) underwent an increase/decrease in size.

Once all information is accurate and up to date in Portfolio Manager, please follow these steps to regenerate and resubmit your application:

1. Access the Application: Select the Finish your application for ENERGY STAR Certification link in the top right corner of the property page to return to the application when edits are completed.
2. Edit/Confirm Previous Application Information: Go through the first four steps in the Your Application Process widget (About Your Property, Contact Information, Award Information, and Eligibility Details). Edit any information that needs to be revised, or confirm previous content. Click Save for Signatures.
3. Generate for Signatures: On the Generate for Signatures page, select Generate New Application for Download. Save the new download to your computer and click Continue. Confirm information on the Site Visit page and click Continue. This will direct you to the Submit Application page.

4. Complete the Application and Obtain Signatures: Fill out the check boxes in the new download. Have the LP re-stamp and re-sign the application, and have the signatory re-sign the application.
5. Submit Application: On the Submit Application page, enter the new application tracking number and attach the revised application form. (Note that the file size must be less than 5MB.) Fill in the check boxes as requested, validate your credentials, and click Submit to EPA.

Your application will expire if no resubmission is received by July 21.

Thank you and we look forward to your resubmission,

ENERGY STAR Certification Review Team